

CDSC Authentication Record for School-based Assessment

Assessment Task Details

Study: Subject name (filled out by teacher)

Coursework Task: (filled out by Teacher)

Teacher: (filled out by teacher)

Date of assessment: (filled out by teacher)

Student Instructions

Read the VCAA assessment rules (below) and then sign the student declaration. This must be completed for your SAC to be accepted for marking.

Student Declaration

I declare that all resource materials and assistance used have been acknowledged and that all unacknowledged work is my own. I have read the CDSC remote assessment rules and agree to abide by all rules of the task.

Name: Student to write name

Date: Student to fill out

CDSC Remote Assessment rules

The following are copied from the VCAA Examination rules, adapted for use in Remote Learning SACs for VCE at Carrum Downs Secondary College.

- Students must not cheat or assist other students to cheat, including taking any action that gives or attempts to give them or another student an unfair advantage in a VCE assessment.
- Students must not allow, induce or assist any other person to present for a VCE assessment in their place.
- Students must not present for a VCE assessment in another student's place.
- Students must not present for a VCE assessment under the influence of alcohol or drugs.
- Students must obey and observe all proper instructions or directions given by their supervisor.
- Students attending a VCE external assessment may use only the materials and equipment approved for that external assessment during their assessment.
- Students may only have open the windows on their computer relevant to the assessment – they are not permitted to have any other windows or Apps open or in the background of their device other than those required for the SAC.
- Students must not possess or have within their reach mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during a VCE external assessment.
- Students must not bring into or possess in the examination room any drinks or food, with the exception of bottled water.
- Students must not communicate with any other student while the VCE assessment is being conducted.
- Students must not cause any nuisance, annoyance or interference to any other student during a VCE assessment.
- Students must not copy or distribute the assessment task to anyone else.

- Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
- Students must have WebEx open at all times with video and chat enabled.
- Students must raise their hand or use the chat function in WebEx if they wish to communicate with a supervisor.
- At the conclusion of the SAC students must submit the task immediately.
- Students must not leave their place from in front of their computer until permitted by a supervisor.
- Students must be working in exam conditions for the entire duration of the assessment task and may not finish early.
- Students must cease writing when instructed to do so by a supervisor.
- Students must remain silent and seated in their place at the end of the VCE external assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.

Supporting students who may have Issues accessing or completing their SAC

- If a remote SAC is assigned to students then this is a compulsory task that students must complete. The only valid reason to miss a SAC is an illness for which a medical certificate is required as evidence, or in the event that a student experiences an unforeseen disruption that could not have been predicted in advance.
- Students should undertake a remote SAC in a quiet location at home free from distractions.
- Students must inform teachers in advance if they are unable to complete a SAC at home due to issues such as Internet or technology access, or if there is not a suitable location at home in order to undertake a SAC. In this case the school will make provisions to assist the student in undertaking the SAC at school.